



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
BOX 99100  
YUMA, ARIZONA 85369-9100

StaO 4790.21  
3DF3  
31 AUG 1990

STATION ORDER 4790.21

From: Commanding Officer  
To: Distribution List

Subj: SUPPORT EQUIPMENT (SE), ISSUING AND RECEIVING

Ref: (a) ONAVINST 4790.2G  
(b) NA 00-80T-96

1. Purpose. To establish procedures for receiving SE from the Intermediate Maintenance Activity (IMA) and subsequent issue to Search and Rescue (SAR) personnel.

2. Background. Utilizing proper procedures for issue and receipt of SE will enhance maintainability and prevent lost man-hours due to non-operational SE. This program will apply to SE received from the IMA on a sub-custody basis and that which requires preventive maintenance.

3. Responsibilities

a. Work Center 300 NCOIC. Assign a SE NCO to manage this program.

b. SE NCO:

(1) Establish a log and file card in Work Center 300 for the purpose of checking SE in/out to qualified, licensed personnel.

(2) Ensure the log is properly utilized and pre-operational inspections are completed by all personnel utilizing SE.

(3) Ensure the following are complied with prior to checking in/out SE.

(a) Personnel are qualified for type equipment and have a valid SE Operator License on their person.

(b) A SE pre-operational inspection is performed by the personnel checking out the unit of SE. Each time the SE is used ensure that the inspection is properly documented using the OPNAV Form 4790/52 card. Any discrepancies noted during the preoperational inspection shall be documented on a Visual Information Display System/Maintenance Action Form and turned into the supporting IMA SE when the equipment is turned in.

(c) Motor driven SE is chocked, and the battery is disconnected (on quick release connections), prior to signing-in the unit of SE.

StaO 4790.21

31 AUG 1998

(d) Review all records to ensure proper documentation has been accomplished before logging SE back into the log book

(4) The Support Equipment file box will contain a preoperational checklist for each item of SE OPNAV 4790/52 card for each item used.

(5) Transient personnel requesting SE shall be referred to the IMA.

(6) Procedures for checking out SE from IMA SE will be as follows:

(a) Personnel checking out SE must possess a valid operator's license.


(b) A joint preoperational inspection will be performed with the IMA. Personnel checking out SE will sign the OPNAV 4790/52 in Inspector block, and the IMA personnel checking out SE will sign Supervisor block. This form is retained by the person checking out the SE and returned to the SE NCO.

(c) A SE Transaction Report (4790/64), will be completed and the pink copy will be retained by the SE NCO until the gear is returned to the IMA for maintenance.

(7) Procedures for returning SE to IMA will be as follows:

(a) The SE preoperational record and pink copy of the SE Transaction Report (OPNAV4790/64) will be turned into the IMA SE with the equipment.

(b) A joint preoperational inspection will be performed and documented with the IMA SE representative dating and signing the SE preoperational record in the inspector's block. The supervisor block will be signed by the SAR personnel returning the gear.

  
C. J. TURNER

DISTRIBUTION: SPL  
SAR (10)